

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-ADMIN-04		Page 1 of 5
Title: Laboratory Equipment		
Revision: 7	Replaces: 04/01/07	Effective: 10/01/07

1. Purpose:

To provide standard administrative procedures for instruments and equipment used in the USDA/AMS-Pesticide Data Program (PDP). See SOP(s) PDP-INST-01 through PDP-INST-04 for technical requirements.

2. Scope:

This standard operating procedure (SOP) shall be followed by all analytical laboratories which are conducting residue studies for PDP, including support laboratories conducting stability or other types of studies which may impact the program.

3. Outline of Procedure:

- 5.1 Equipment Design
- 5.2 Equipment Approval and Inventory

4. References:

- USDA, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 7 CFR part 3016, January 1, 2000
 - USDA/AMS-PDP SOP INST-01, Maintenance Procedures and Documentation
 - USDA/AMS-PDP SOP INST-02, Equipment Calibration
 - USDA/AMS-PDP SOP INST-03, Instrument SOPs and Manuals
 - USDA/AMS-PDP SOP INST-04, Injection Sequence
 - EPA/OPP, U.S. EPA/OCM Meeting, Minutes, May 21, 1992
 - U.S. EPA SOP GLP-02, Determining Compliance of Audited Studies with GLP Standards Requirements, pg. 11, October 1, 1990
 - U.S. EPA, Equipment Design, 40 CFR part 160.61, August 17, 1989
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5. Specific Procedure

5.1 Equipment Design

Equipment used in the generation, measurement, or assessment of data for PDP and equipment used for facility environmental control shall be of appropriate design and adequate capacity to function according to PDP protocol and SOPs. Equipment shall be suitably located for operation, inspection, cleaning, and maintenance.

5.2 Equipment approval and inventory

5.2.a All equipment and/or supplies purchased with PDP funds exceeding \$5,000 per item or \$10,000 for multiples of the same item shall have a written request approved by the MPO Director prior to purchasing.

5.2.b The laboratory shall maintain property records for any piece of equipment purchased with PDP funds costing more than \$5,000.

5.2.c The laboratory shall ensure that equipment purchased with PDP funds costing more than \$5,000 is entered into the PDP Equipment Inventory System. The laboratory shall enter the following information into a spreadsheet provided by MPO.

- The laboratory code (e.g., CA1, FL2, US3, etc.) shall be entered in the “Lab or State” field.
 - A description of the property (e.g., gas chromatograph/mass spectrometer, nitrogen generator, freezer, etc.) shall be entered in the “Item” field.
 - The manufacturer or vendor shall be entered in the “Make” field.
 - The model number (e.g., 6890, TSQ Quantum Ultra, etc.) shall be entered in the “Model” field.
 - The serial number or other identification number shall be entered in the “Serial No.” field.
 - A unique identifier (e.g., FPD #1) shall be entered in the “Unique Identifier” field.
 - The location (e.g., room number, MS lab, etc.) shall be entered in the “Room No.” field.
 - The cost shall be entered in the “Cost” field.
 - The date the MPO Director approved the purchase shall be entered in the “MPO Approval Date” field.
 - The purchase date shall be entered in the “Purchase Date” field (i.e., the date on the Purchase Order).
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- Purchase reference information (e.g., purchase order number) shall be entered in the “Purchase Ref” field.
- The status of the equipment shall be entered in the “Surplus” field (enter “True” if the equipment is designated as surplus, and “False” if the equipment is still active).
- Any additional comments concerning the item (e.g., more detailed description, asset number, percentage of PDP funds used for purchase, etc.) shall be entered in the “Remarks” field.

5.2.d A physical inventory of property shall be taken and the results reconciled with the PDP Equipment Inventory System at least once per year.

5.2.e All new equipment purchases of more than \$5,000 must be entered into the PDP Equipment Inventory System and submitted to MPO within 30 days of installation.

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9/25/07

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Revision 7

August 2007

Monitoring Programs Office

- Changed purpose to reflect SOP requirements are administrative in nature and the instrument SOP series contains technical requirements
- Removed Section 5.2, Maintenance and Calibration of Equipment
- Renumbered remaining sections

Revision 6

- Changed requirement in subsection 5.3.5 for entering purchase information into PDP Equipment Inventory System from within 30 days of purchase to 30 days of installation

Revision 5

- Added equipment inventory requirements to subsection 5.3
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